AN AASIS TRAINING GUIDE

Payroll Posting Report

FILE ALREADY SAVED IN (Preferred) SLIDE VIEW

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Course Objectives

- Learn to access and to use the Payroll Posting Report.

- Learn to identify and to interpret the critical elements of the Payroll Posting Report.
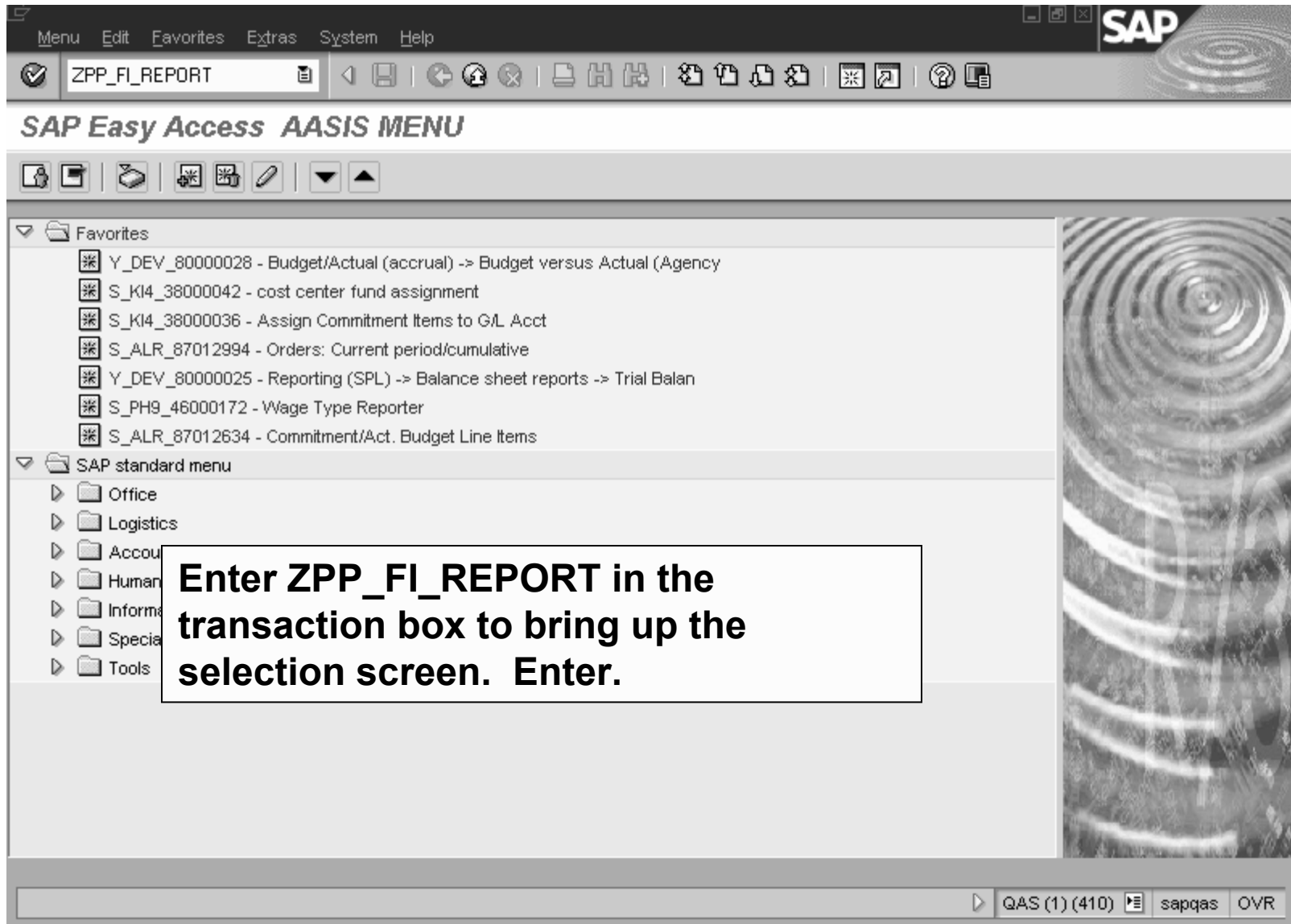
Payroll Posting Report ZPP_FI_REPORT

- Enables agencies to see the financial postings of payrolls.

- This report should make it easier to reconcile salaries and matching benefits between the Human Resource reports and the Financial reports in AASIS.

AASIS Support Center
May, 2002

Payroll Posting Report ZPP_FI_REPORT

- It's important to note that this report shows only the postings that come from payroll or payroll retro calculations.

- If an agency makes an error correction in the general ledger that affects payroll, it will not be seen in this report.
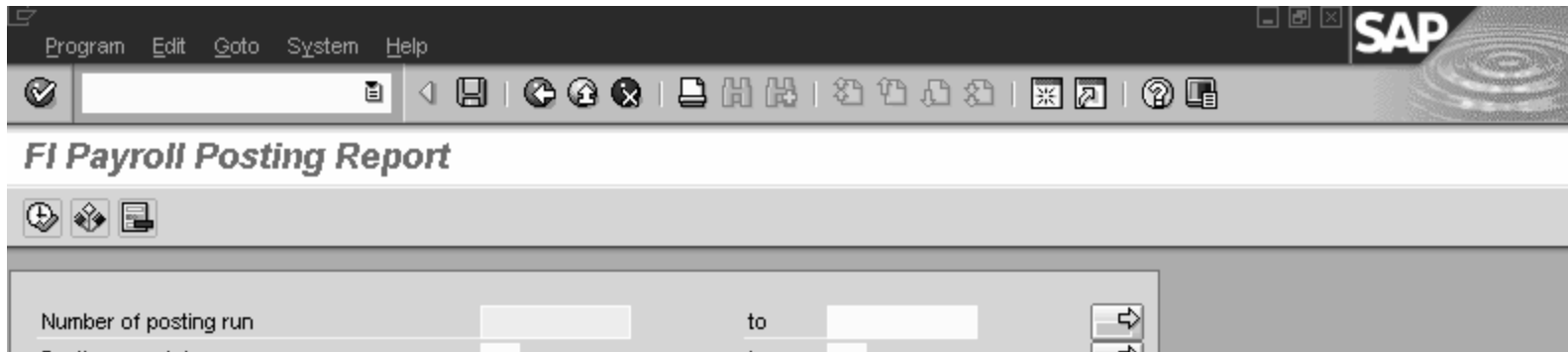
Menu   Edit   Favorites   Extras   System   Help

ZPP_FI_REPORT

SAP Easy Access AASIS MENU

▽ 🗁 Favorites
    ⊞ Y_DEV_80000028 - Budget/Actual (accrual) -> Budget versus Actual (Agency
    ⊞ S_KI4_38000042 - cost center fund assignment
    ⊞ S_KI4_38000036 - Assign Commitment Items to G/L Acct
    ⊞ S_ALR_87012994 - Orders: Current period/cumulative
    ⊞ Y_DEV_80000025 - Reporting (SPL) -> Balance sheet reports -> Trial Balan
    ⊞ S_PH9_46000172 - Wage Type Reporter
    ⊞ S_ALR_87012634 - Commitment/Act. Budget Line Items
▽ 🗁 SAP standard menu
  ▷ 🗀 Office
  ▷ 🗀 Logistics
  ▷ 🗀 Accou
  ▷ 🗀 Human
  ▷ 🗀 Informa
  ▷ 🗀 Specia
  ▷ 🗀 Tools

Enter ZPP_FI_REPORT in the transaction box to bring up the selection screen. Enter.

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This selection screen contains some financial terms and human resource terms that all users may not be familiar with. Each of the terms will be explained here.
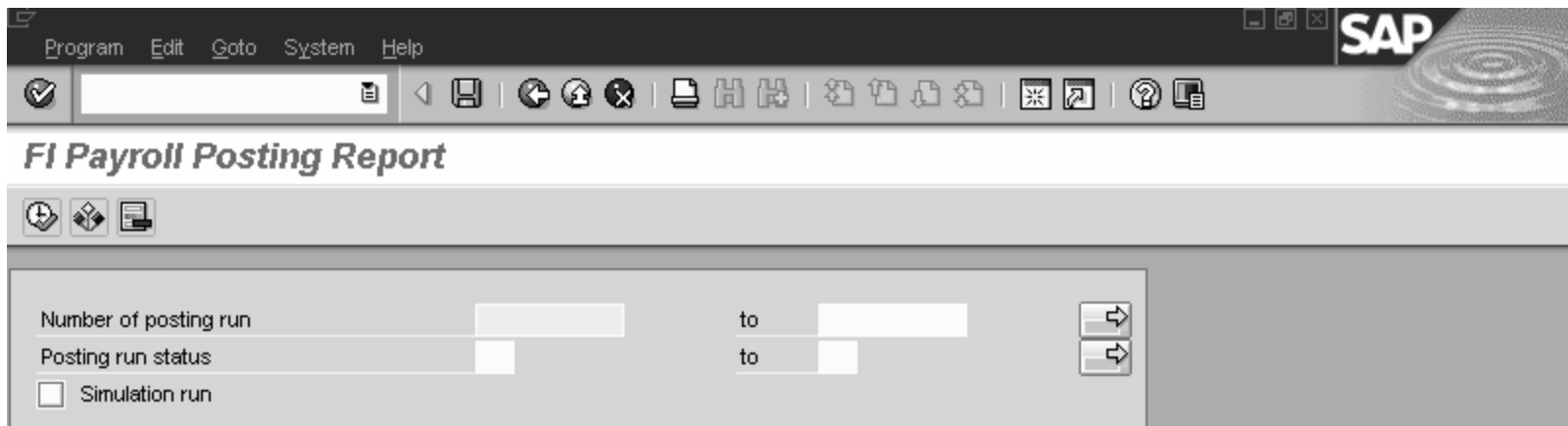
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FI Payroll Posting Report

Program   Edit   Goto   System   Help

Number of posting run _____ to _____

Number of posting run: Most of the time this field would be left blank. This field exists mainly for ASC staff use. Make an entry here if you are going to be using this report to reconcile a payroll run.   The number refers to the HR Payroll Posting run, not the Financial Posting.

Posting run numbers will be provided through a bulletin board announcement as each payroll is processed.
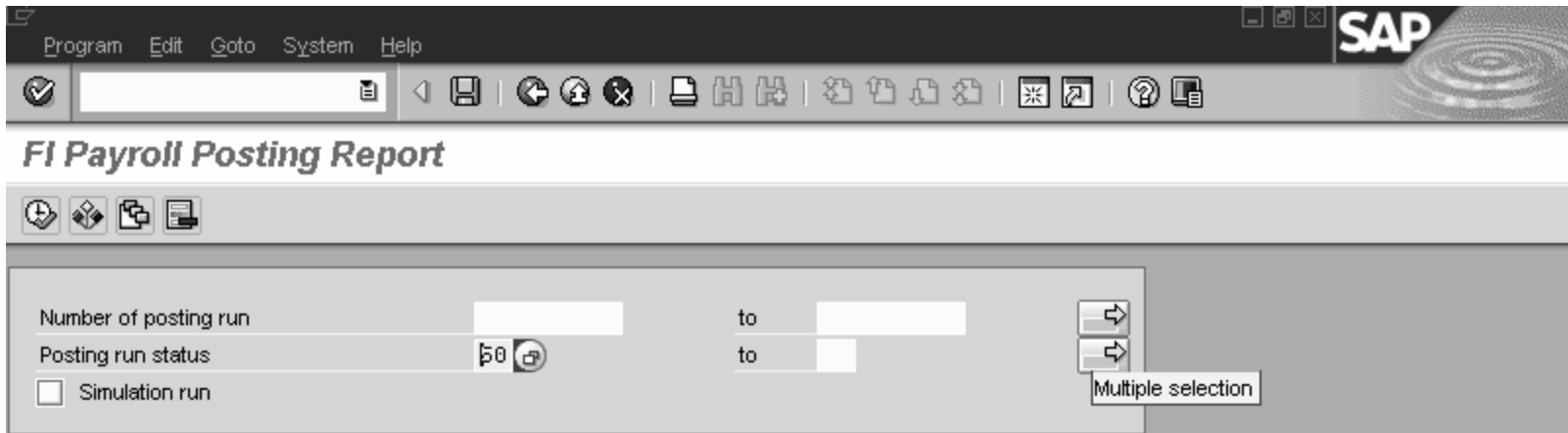
Posting run status: Specify the posting run status for the two selections 50 and 63. Status 50 is documents posted and status 63 is the reversal documents posted.

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Multiple selection

Type in 50 in the first selection and click the multiple selection icon.

Multiple Selection for Posting run status

○○ 1Single Val	○○ Ranges	●○ Single vals	●○ Ranges

50
65

Type in 63 as the second selection on the single value tab and click copy. ⊕ Copy

⊕ Copy | ✔ Check | ◈ 🗃 🖳 🗑 🗓 | Multiple selection.. | 🏳 ✖

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The Multiple selection icon will turn green, indicating that a multiple selection has been made.

FI Payroll Posting Report

Number of posting run		to	
Posting run status		to	
☐ Simulation run			

The next option for selection is the Simulation run check box: This would select a payroll simulation. You will only want to see real postings, so leave this box blank.

FI Payroll Posting Report

You may enter selections in the next three areas or leave one or more blank. Enter the business area for your agency and fund or funds centers could be selected depending on how much you want to narrow down the reporting results.

Business area		to	
Funds center		to	
Fund		to	

Business area: Key in the Business area for the agency that you wish to view.

Funds center: enter the appropriation code for the legal authority to spend that the payroll is being paid from.

Fund: enter the fund code for the fund that the payroll is being paid from.

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item		⊡	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	

Example of Business area, Funds center and Fund selection

Posting document		to	
Document type		to	
Posting document status		to	
Document posting date.		to	
Archive option	3		

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Execute Available budget (accrual)Agency/Fund/FC: Overview

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Program Edit Goto System Help

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item			

Commitment item: Appropriation (permission to spend) is granted by the legislature by commitment item. The relevant ones for payroll reporting are:

501:00:00 Regular Salaries

501:00:01 Extra Help

501:00:03 Personal Service Match

501:00:06 Overtime

FI Payroll Posting Report

Number of posting run		to		⇨
Posting run status	50	to		⇨
☐ Simulation run				

Business area	0522	to		⇨
Funds center	701	to		⇨
Fund	eta0100	to		⇨
Commitment item	501:00:03			⇨

Commitment item selection example. This particular selection will pull up all financial postings for personal service match. Note that it is also possible to do multiple selections for this field.

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	

The next selection is for internal order. Internal orders are additional classifications used for reporting purposes. Many agencies use internal orders to represent agency programs.

Document posting date.		to	
Archive option	3		

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	

The next selection is for G/L (general ledger) account. This is an account number assigned to a description of what the posting was for: salary, retirement, benefits, etc. It is possible to narrow down the report further by making a selection here.

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The possible general ledger codes for Commitment item 501:00:03. For example, users only interested in seeing postings for retirement could select 5010007000.

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	

Cost Center: A cost collecting "bucket" for an agency that is assigned to one fund and funds center combination. To narrow the report to postings for only one cost center, select it here. It is also possible to select a range of cost centers or multiple cost centers.

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	

WBS element: these are usually used to designate projects and grants. A user reporting on a federal grant, for example, might find it helpful to enter WBS elements for that grant in this selection to pull up a report with only payroll postings for that grant.

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Program   Edit   Goto   System   Help

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	

Vendor: This field is for internal use by AASIS support center only. Leave this field blank.

Posting document status		to	
Document posting date.		to	
Archive option	3		

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AASIS

SAP

Program Edit Goto System Help

FI Payroll Posting Report

Number of posting run		to		
Posting run status	50	to		
☐ Simulation run				

Business area	0522	to		
Funds center	701	to		
Fund	eta0100	to		
Commitment item	501:00:03	to		
Order		to		
G/L account		to		
Cost center		to		
WBS element		to		
Vendor		to		
Wage type		to		

Wage type: If using this report to reconcile a benefit or deduction, a wage type may be entered. Otherwise, leave this field blank. The wage type will be reflected on the report. Please refer to the Wage type and GL account crosswalk (Appendix A).

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FI Payroll Posting Report

| Program | Edit | Goto | System | Help |

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	
Wage type		to	
Posting document		to	

Posting document: This refers to the financial posting document number in AASIS. Most users will not make a selection here.

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	
Wage type		to	
Posting document		to	
Document type		to	
Archive option	3		

Document type: Most users will not make a selection here.

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FI Payroll Posting Report

Program   Edit   Goto   System   Help

Multiple Selection for Posting document status

Number of posting

Posting run status   ○○ 1Single Val   ○○ Ranges   ●○ Single vals   ●○ Ranges

☐ Simulation run

| | 20 |
| | 25 |
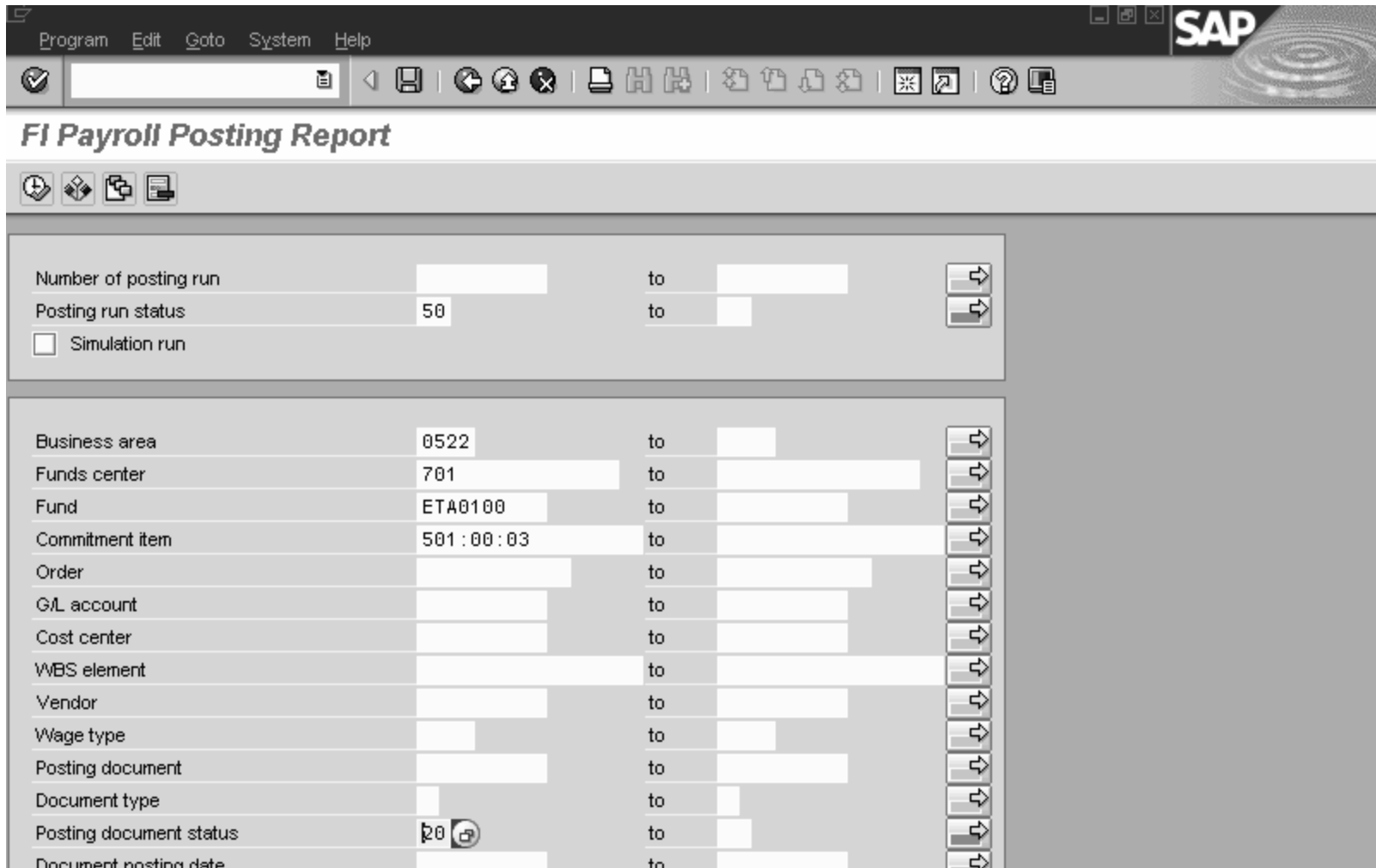
Business area

Funds center

Fund

Commitment item

Order

G/L account

Cost center

WBS element

Vendor

Wage type   ④ Copy   ✓ Check   ◈ 🔁 🗐 🗑 ℹ Multiple selection..   📧 ✖

Posting document

Document type   to

Posting document status   to

**Posting document status: Type in 20 and go to the multiple
selections. ⇨ Type in 25 on the single values page. Click copy.** ④ Copy
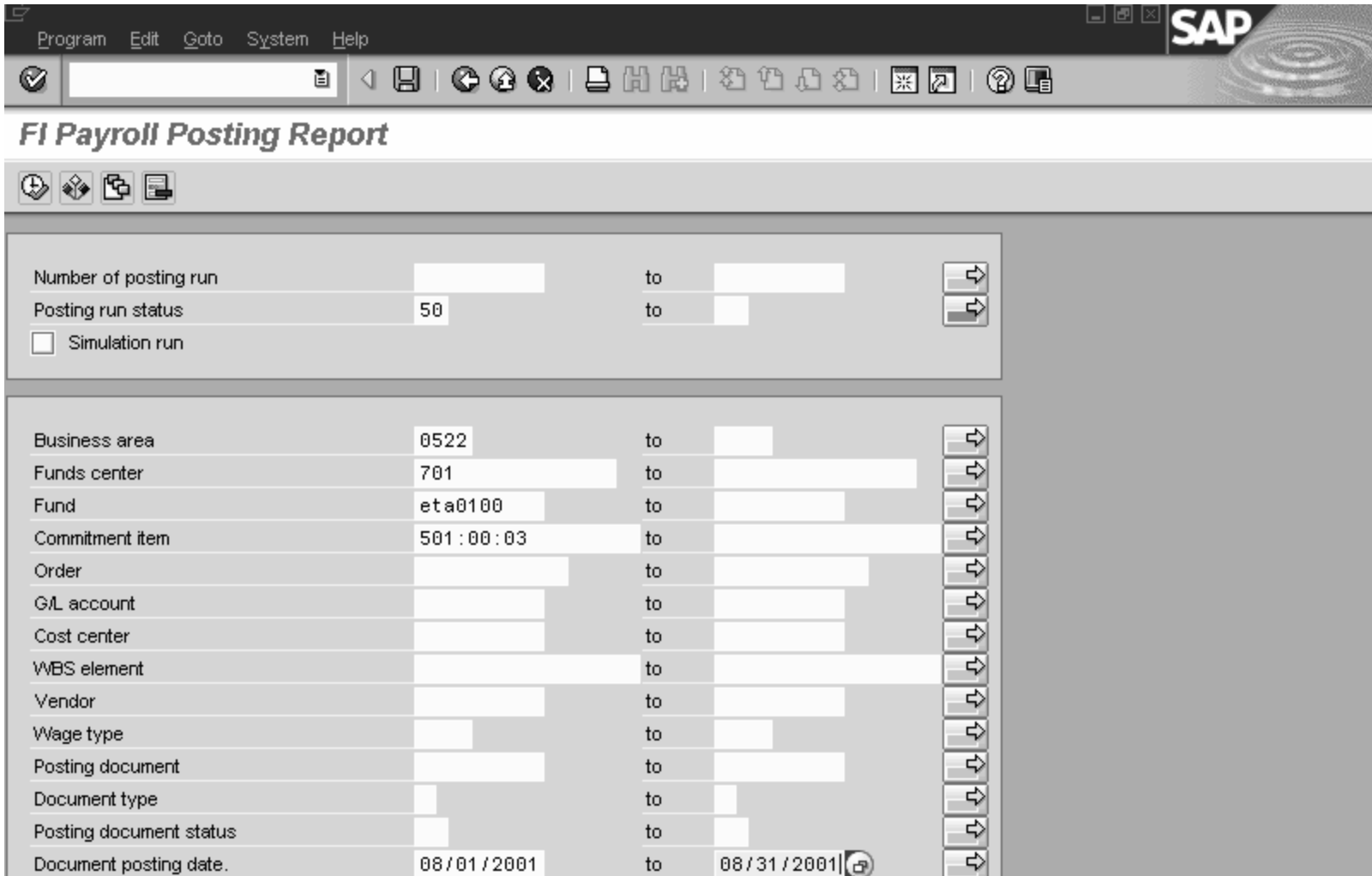
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AASIS

Program   Edit   Goto   System   Help

SAP

FI Payroll Posting Report

Number of posting run		to		⇨
Posting run status	50	to		⇨
☐ Simulation run				

Business area	0522	to		⇨
Funds center	701	to		⇨
Fund	ETA0100	to		⇨
Commitment item	501:00:03	to		⇨
Order		to		⇨
G/L account		to		⇨
Cost center		to		⇨
WBS element		to		⇨
Vendor		to		⇨
Wage type		to		⇨
Posting document		to		⇨
Document type		to		⇨
Posting document status	20	to		⇨
Document posting date		to		⇨

The multiple selection button turns green, indicating that a selection has been made.

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	
Wage type		to	
Posting document		to	
Document type		to	
Posting document status		to	
Document posting date.	08/01/2001	to	08/31/2001

Document posting date: Refers to the financial posting. Choose the date range that you wish to view. In this example, one month was selected.

FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	
Wage type		to	
Posting document		to	
Document type		to	

Archive option: Defaults to 3. Accept the default.

Archive option	3		

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FI Payroll Posting Report

Number of posting run		to	
Posting run status	50	to	
☐ Simulation run			

Business area	0522	to	
Funds center	701	to	
Fund	eta0100	to	
Commitment item	501:00:03	to	
Order		to	
G/L account		to	
Cost center		to	
WBS element		to	
Vendor		to	
Wage type		to	
Posting document		to	
Document type		to	

Once all of your desired selections have been made, execute the report. ⊕

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FI Payroll Posting Report

Fisc...	Pstng date	Run number	St.	Document	St	Line	Bus....	Cost ctr	WBS elem.	Order	W
2002	08/10/2001	590	50	128800	20	1	0522	364011		I0522001	12
2002	08/10/2001	590	50	128800	20	2	0522	364011		I0522001	12
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	93
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	93
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	93
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	93
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	93
2002	08/10/2001	590	50	128801	20	1	0522	364011		I0522004	12
2002	08/10/2001	590	50	128801	20	2	0522	364011		I0522004	94
2002	08/10/2001	590	50	128801	20	2	0522	364011		I0522004	94
											93
											93
2002	08/10/2001	590	50	128801	20	3	0522	364011		I0522004	93

The report is displayed. Scroll over to see more of the report.

QAS (1) (410)   sapqas   OVR

AASIS Support Center
  May, 2002

FI Payroll Posting Report

Wag...	Pers.no.	SSN	Amount	Funds ctr	Fund	G/L acc	Cmmt item
1253	9159		333.68	701	ETA0100	5010001000	501:00:00
1200	9183		450.00	701	ETA0100	5010002000	501:00:01
9406	9183		6.52	701	ETA0100	5010005000	501:00:03
9404	9087		187.44	701	ETA0100	5010005000	501:00:03
9406	9087		43.84	701	ETA0100	5010005000	501:00:03
9404	9159		47.88	701	ETA0100	5010005000	501:00:03
9406	9159		11.20	701	ETA0100	5010005000	501:00:03
9404	9183		27.90	701	ETA0100	5010005000	501:00:03
9388	9159		200.21	701	ETA0100	5010006000	501:00:03
9312	9087		198.07	701	ETA0100	5010006000	501:00:03
9302	9087		61.93	701	ETA0100	5010006000	501:00:03
9302	9159		35.73	701	ETA0100	5010006000	501:00:03
9312	9159		84.27	701	ETA0100	5010006000	501:00:03
1200	9978		1,608.32	701	ETA0100	5010001000	501:00:00
9406	9978		22.73	701	ETA0100	5010005000	501:00:03
9404	9978		97.19	701	ETA0100	5010005000	501:00:03

The rest of the report is displayed. A discussion of the report fields follows.

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AASIS Support Center
May, 2002

Fiscal yr
2002

The state fiscal year is displayed.

r	Pstng date
2	08/10/2001

The first posting date is the HR Payroll posting date.

Run number
590

The run number refers to the HR Payroll run number.

r	St.
0	50
0	50

St. is the run status. This will be either 50 for posted or 63 for reversal.

Document	S
128800	2

The first document number is the HR Payroll posting document number

St
20

St. is the document status. This will be either 20 for posted or 25 for reversal. These correspond to the 50 and 65 in the posting run.

Line
1

Line is the number of the line on the document.

Bus....
0522

Bus. Lists the business area

Cost ctr
364011

WBS elem.

Order
I0522001

The next three fields are the cost objects that the document was posted to: the cost center for real posting for funds and funds centers, the WBS elements for projects and grants reporting and the Internal Order, usually used by agencies to report programs.

Wage type
1200

Wage type is the AASIS Wage type number for the type of transaction.

Pers.no.
9087

Pers no. is the AASIS employee number for the person this transaction is for.

SSN

SSN is the social security number. This field is pulled in by AASIS, but not shown in this demo for security reasons.

Amount
2,563.24

Amount is the dollar amount of the transaction.

Funds ctr	Fu
701	ET

Funds center is the appropriation that this transaction was paid out of.

Fund	G
ETA0100	5

Fund is the fund that this transaction was paid out of.

G/L acc	Cmmt item
5010001000	501:00:00

G/L account and Cmmt item. The general ledger accounts are numbers which tell what the money was spent for. Each general ledger account refers to only one commitment item. The general ledger accounts and corresponding commitment items for the financial posting of human resource expenditures are listed on the next page.

G/L acct	Short text	FMA	Cmmt item
5010001000	00 Regular Salaries	ARK	501:00:00
5010002000	01 Extra Help Sal	ARK	501:00:01
5010005000	03 FICA & Medic Exp	ARK	501:00:03
5010006000	03 Ben Ins Exp HAL	ARK	501:00:03
5010006500	Agency Cost of ARCAP	ARK	501:00:03
5010007000	03 Retirement Exp	ARK	501:00:03
5010008000	03 Unemploy Comp Exp	ARK	501:00:03
5010009000	03 Worker Comp Exp	ARK	501:00:03
5010010000	03 Work Comp Prem Tx	ARK	501:00:03
5010003000	06 Overtime Salaries	ARK	501:00:06

Payroll Posting Report vs. GD20 and Wage Type Reporter

- In the past, users have been asked to reconcile information between the GD20 Financial Report and the Wage Type Reporter in Human Resources.

- The ZPP_FI_REPORT combines fields from these two reports.

Payroll Posting Report vs. GD20 and Wage Type Reporter

- The GD20 report does not have a wage type field. It was necessary for users to determine which GL Accounts would map to wage type financial postings. In many cases, one GL Account contains multiple wage types.

- Matching up the two reports was a time consuming process.

AASIS Support Center
May, 2002